NEIGC FIELD GUIDE
GUIDELINES FOR AUTHORS

GENERAL REQUIREMENTS

- Field guides should be submitted to the guidebook editor as Microsoft Word documents.
- **Text:**
    - Please use Times New Roman font, single spaced (please disable the additional space before and after paragraph feature or set to 0), with one-inch margins. Additional formatting is as follows:
        - **Title:** Bold, all upper case, center justified, 12-point font.
        - **Authors:**
            - Below title (add one space), center justified, normal case, 10-point font.
            - List author name(s), affiliation(s), and email address(es) separated by a comma with each author on a separate line.
        - **Headings:** These are the main portions of the guide such as the introduction, road log, and references. Center justified with one row space above and below, bold, 11-point font, all upper case.
        - **Subheadings:** For anything you wish to separate under the headings described above, use 11-point font, bold and underlined, left justified, with one row space above and below.
        - **Body:** Left justified with 11-point font; the first line of each paragraph should be indented 0.25 inch. No row spaces between paragraphs.
        - **Header:** List author last names, center justified, all upper case, 12-point font, italics. Trip pagination will be added by the editor.
        - **Footer:** Pagination will be added by the editor so nothing for author to enter here.
        - **Stops in road log:** Left justified, all upper case, bold, with coordinates in normal font. For example: **STOP 2: BEACH PARK** (044050 m E, 48690100 m N)
- **Graphics:**
    - Please place them appropriately within the document and refer to the graphics in the text as Figure 1, etc. For example: The trip stop locations are shown in Figure 1. Please see the overview map for trip stop locations (Figure 1).
    - Place one row space between the graphic and any other text.
    - **Maps**: Please include a north arrow and scale bar.
    - **Captions:**
        - All graphics should have a caption – use your best judgement on placement but it should be to the side or bottom (not on top).
        - Use normal case, 10-point font.
        - List figure number followed by a period and the descriptive text. For example: Figure 1. Overview map of trip stops.
        - If the figure occupies the whole page width, the caption may be left justified. If the figure does not occupy the whole page width, the caption may be manually justified to fit under the graphic by selecting the text and using the tab sliders at the top of the page to adjust line width.
- **Units of place and measurement:**
    - The tradition is to list any location coordinates in the text and road log in UTM NAD 83 coordinates. Since the locations are all in Maine, Zone 19 is assumed. For example: The

meeting spot will be at Bob's Corner Store in Middle Earth, ME (044035 m E, 48690000 m N) at 8:00 am.
    - If you need to convert location coordinates (datum and/or type), you may find this website handy: https://www.ngs.noaa.gov/NCAT/
    - You may use imperial or metric units of measurement in the text, just be consistent.
    - It is best to use imperial units (miles) for the road log to avoid confusion.

ROAD LOG

- This section should begin with any trip disclosures such as meeting location and time, attire, fees, food, carpooling, property access, etc.
- Most people can navigate using their phones, but it is likely that very few of your stops have physical addresses (but please list if they do)! Please make the directions clear to avoid losing your participants. It is best to use imperial units to avoid confusion.
- After the trip disclosures, list the mileage and directions between the starting point and the first stop under the subheading of Mileage (left justified, bold). List distance, double tab (may need to use ctrl+tab here), directions. For example:

Mileage
0.0 Leave Bob's Corner Store.
1.5 Turn left on Main Street.
5.5 Turn right into Smith gravel pit entrance (sign just before entrance).

- You may list cumulative mileage or start again at zero between stops, just be consistent.
- If there is extensive walking at a stop, you may wish to list hiking mileage, too.
- At the end of the trip log, state **END OF TRIP** (left justified, bold, upper case).

REFERENCES CITED

- Please cite references in the text and list in the references cited section at the end of the guide using the GSA format. You can find the GSA guidelines here: https://www.geosociety.org/GSA/Publications/Info_Services/guidelines-and-policies/GSA/Pubs/ref-guide-examples.aspx?hkey=1842ae4d-6b82-4868-9c68-48cf3355f9c1
- DOI or other document links are helpful since this will be a digital document but are not required.
- Only list references cited in the text and vice versa.

TEMPLATE

There is a template Word document that you can use as a guide or copy and paste your text into. Any questions or issues, just let me know (lindsay.theis@maine.gov).

EDITING

The guidebook editor may fix typos and adjust formatting but will not be reviewing the guides for their information or accuracy.